

## TWO – FACTOR AUTHENTICATION LOGIN PROCESS FOR AAAP USERS

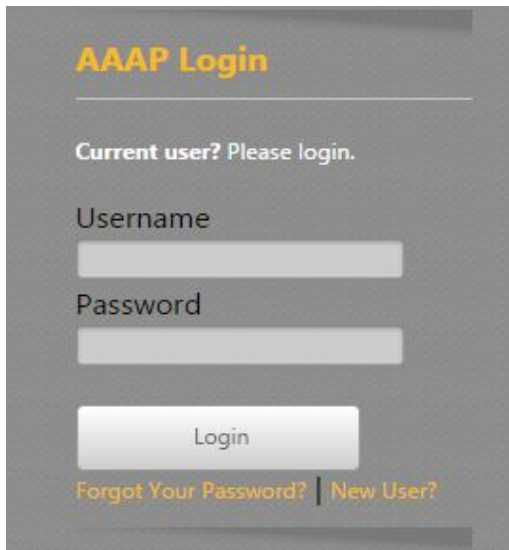
September 8, 2015

Beginning September 8, 2015, AAAP users will be required to log in using a new two-factor authentication login process. The two-factor authentication login process is designed to enhance security where authentication, encryption, and digital signatures services are provided. With two-factor authentication, the user provides a second piece of information to verify their identity, in the case of GSA, a randomly generated number is sent to the user's registered email address.

The new login process will be implemented for all AAAP users logging in after September 8, 2015 at 12:00 am EST. AAAP users will have to go through the two-factor login process every time they log out or are timed out of the application.

### How does the new login process work for an EXISTING AAAP user?

Users with an existing login will enter their Username and Password on the [AAAP Homepage](#) and click on 'Login'.

A screenshot of the AAAP Login page. The page has a dark gray background. At the top, the text "AAAP Login" is displayed in orange. Below this, the text "Current user? Please login." is shown in white. There are two input fields: "Username" and "Password", both with light gray text and white input boxes. Below the password field is a white "Login" button. At the bottom, there are two links: "Forgot Your Password?" and "New User?", both in orange text.

The user will then receive an email from [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov). The email will be sent to the email on file which is also the Username. The email will include a 5 digit verification code. See below sample email:

Dear John Doe,

You have requested access to a GSA managed site. We have generated a One-Time Registration Code for you to verify your identity as an authorized user. This One-Time Registration Code is time sensitive and valid for a single use.

Your One-Time Registration Code is 95431.

Please enter into this the form that you have accessed and thank you for utilizing our services. If you encounter any difficulties, please contact the GSA Service Desk.

Regards  
GSA Support

Once the user receives the email, they can return to the AAAP website which will now display the following:

**AAAP Login Second Level Authentication**

**Attempt 1 of 5 !!!**  
**After 5 invalid attempts, your account will be locked. You will need to contact [aaap.manager@gsa.gov](mailto:aaap.manager@gsa.gov).**

**Enter your verification code**

A verification code was sent via email to [john.doe@somecompany.com](mailto:john.doe@somecompany.com). When you receive the code, enter it below and click "Next".  
**Code will expire in 60 minutes. If you close the window and start again, a new code will be sent.**

**Didn't receive the email?**

Sometimes automated messages get categorized as spam. Check your spam folder.  
If you still have questions, contact [Aaap.Manager@gsa.gov](mailto:Aaap.Manager@gsa.gov).

**Next**

Follow the instructions on the screen in order to proceed to the AAAP Offeror Page. If the user does not return to the AAAP and enter the code within 20 minutes, the user will sent back to the AAAP home page and will have to request a new verification code.

### How does the new login process work for an NEW AAAP user?

New AAAP users will click on New User and enter their registration information. Click [HERE](#) for help on how to register. After the new user logs in and changes their password, users will receive the email with the verification code.

Once the user receives the email, they can return to the AAAP website which will now display the following screen:

**AAAP Login Second Level Authentication**

**Attempt 1 of 5 !!!**  
**After 5 invalid attempts, your account will be locked. You will need to contact [aaap.manager@gsa.gov](mailto:aaap.manager@gsa.gov).**

**Enter your verification code**

A verification code was sent via email to [john.doe@somecompany.com](mailto:john.doe@somecompany.com). When you receive the code, enter it below and click "Next".  
**Code will expire in 60 minutes. If you close the window and start again, a new code will be sent.**

**Didn't receive the email?**

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If you still have questions, contact [Aaap.Manager@gsa.gov](mailto:Aaap.Manager@gsa.gov).

**Next**

Follow the instructions on the screen in order to proceed to the AAAP Offeror Page.

### Still have questions?

Contact the AAAP by emailing [AAAP.Manager@gsa.gov](mailto:AAAP.Manager@gsa.gov)